



# CITY OF FALLS CHURCH

## RECRUITMENT ANNOUNCEMENT

### UTILITY ACCOUNTING TECHNICIAN

The City of Falls Church Customer Service Division has an immediate vacancy for Utility Accounting Technician to perform a high level of skilled activities related to the Utility Billing process. Individual selected will be responsible for overseeing all aspects of billing and cash balancing. Supervision is exercised over assigned office staff. Work is performed under the direct supervision of the Customer Service Director.

#### **RESPONSIBILITIES:**

- Plans daily activities related to utility billing functions;
- Supervises the Customer Service staff;
- Reviews the billing registers and related reports for accuracy;
- Reconciles the utility billing system to the general ledger and corrects errors;
- Reviews adjustments to ensure credit is properly applied;
- Performs special account research and analysis;
- Coordinates the daily work of the Customer Service Representatives and assists the Director in the preparation of detailed Davison reports;
- Trains new staff in all applicable areas of the MUNIS Utility Billing module;
- Produces monthly reports for the Director;
- Coordinates meter reading functions and analyzes the downloading of the readings;
- Assists the Director in the collection of past due accounts;
- Assists in Policy and Procedure writing;
- Ability to effectively communicate with all staff and customers;
- Maintains effective working relationships with City Management;
- Performs related work as required.

**REQUIREMENTS:** Graduation from an accredited community college with major coursework in accounting or related field and extensive accounting experience in a utility billing office. Must possess a minimum of five years experience of increasing responsibility in billing, collection and accounting, including a minimum of two-four years of supervisory experience. Require considerable knowledge of accounting and financial record-keeping methods as related to Utility Billing in modern office practices and the ability to maintain complex records and prepare accurate reports. Any combination of accounting education and experience to supervise the City's Utility Billing Operation under the direction of the Customer Service Division Director.

**STARTING SALARY & BENEFITS:** \$46 - \$54K, depending on qualifications, plus annual & sick leave, 11+ annual holidays, deferred compensation, City pension plan; health, life and dental insurance; Flexible Benefits Plan, College Savings Plan, free parking & more.

**TO APPLY:** Send resume to City of Falls Church, Human Resources Division, 300 Park Avenue, Falls Church, VA 22046 or [hr@fallschurchva.gov](mailto:hr@fallschurchva.gov).

**REASONABLE ACCOMMODATION:** Disabled applicants may request reasonable accommodation during the selection process to the Human Resources Division. Reasonable accommodation granted with the mutual agreement of the Human Resources and Recreation Divisions. The City of Falls Church does not discriminate in employment or the provision of services on the basis of race, color, national origin, sex, religion, age or disability.

**All City facilities are smoke free.**

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Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001 •

[www.fallschurchva.gov](http://www.fallschurchva.gov)